

## RENNSELAER COUNTY CIVIL SERVICE COMMISSION

### MEETING AGENDA

Date: Tuesday, March 7, 2023  
Time: 2:00 PM  
Location: Fourth Floor Conference Room, Rensselaer County Office Building, 99 Troy Road, East Greenbush, NY  
Notice: In accordance with Public Officers Law Section 104

1. Call to order
2. Approval of February 7, 2023 Meeting Minutes
3. Consider establishing a new position tentatively titled Human Resources Generalist (East Greenbush CSD), previously tabled at the October 25, 2022 & February 7, 2023 meeting.
4. Consider establishing a new position tentatively titled Principal Accountant previously tabled at the February 7, 2023 meeting.
5. Consider establishing an additional position titled Employment and Training Coordinator previously tabled at the February 7, 2023 meeting.
6. Consider establishing a new position tentatively titled Assistant Food Service Manager, requested by Rensselaer City School District previously tabled at the February 7, 2023 meeting.
7. Consider establishing a new position tentatively titled Highway Maintenance Laborer previously tabled at the February 7, 2023 meeting.
8. Consider establishing a new position tentatively titled Coordinator of Department Operations – Probation previously tabled at the February 7, 2023 meeting.
9. Consider establishing a new position tentatively titled Central Receiving Worker (East Greenbush School District) previously tabled at the February 7, 2023 meeting.
10. Consider establishing a new position tentatively titled Bureau of Tax Services Special Counsel (Real Property Tax Service) previously tabled at the February 7, 2023 meeting.
11. Consider a reclassifying the Senior Account Clerk II position to position tentatively titled Human Resources Specialist (Lansingburgh Central School District)
12. Discussion on Rules Resolution to amend the Civil Service Rules Appendices for several titles and schedule a public hearing.
13. Consider position reclassification of Confidential Assistant to the Bureaus of Budget and Finance to Administrative Assistant – Budget, Finance & Tax Services
14. Consider revising the open competitive eligible list for Social Welfare Examiner, Exam Number 60-666 to add a candidate who participated and received a passing score for the exam.
15. Consider establishing a new position tentatively titled Tax Services Coordinator – Real Property Tax Services

16. Consider establishing a new position tentatively titled Mapping Analyst – Real Property Tax Services
17. Signature required by Civil Service Commission for State Access for newest Civil Service Specialist Janice Christensen
18. Consider establishing a new position tentatively titled Analyst for Discovery Compliance – District Attorney
19. Consider reclassification of job titled Contact Tracer to Contact Tracer Coordinator – Public Health
20. Consider transfer from City of Troy Account Clerk to Rensselaer County Account Clerk list: currently holds position at Schodack School District.
21. Consider establishing an additional position for Civil Service Specialist – Rensselaer County Civil Service
22. Consider Establishing an additional position for Human Resources Specialist – Rensselaer County Sherriff's Office.
23. Consider establishing a new position tentatively titled Senior Motor Vehicle Financial Supervisor – Department of Motor Vehicle